

April 3, 2025 CCA Annual Meeting Minutes

7:00 pm on Zoom

Board Officers in attendance:

Carl Friedrich, President
Brent Kynaston, Vice President
Jonathan Miller, Treasurer
Mary Bloom, Secretary

Directors in attendance:

Greg Fortunato, Director
Kari Uman, Director

Residents in attendance:

See sign-in sheet:
CCA Annual Meeting Participants
04-03-2025.pdf

1. Resident Welcome + Social Hour: **6:30 pm**

2. Presentation Call to Order

- Carl, President, called Annual Meeting to order at **7:14 pm**.
- Quorum is met with a minimum of **four** Board Members and over **nine** Cluster households represented.

3. Election Process + Results, Tom Furlong

- One Board of Director seat was open for election for a three-year term.
- One eligible candidate (re)ran for seat. **Mary Bloom** at #1658.
- Mary received (16) votes collected via the online Election Buddy platform.

Thank you, **Tom Furlong**, for continuing to run our Board elections!

4. Power Point Presentation: **2024 Year in Review**

5. Power Point Presentation: **2025 Upcoming Goals**

6. Treasure's Update and FY2026 Approved Budget Review, Jonathan

Per Jonathan, Cluster financial standings are outlined below:

- Cluster Balance as of 3/27/25: **\$30,685.88**
- **\$55,853.10** Cluster Reserve Fund Balance
- **\$3,127.29** March 2025 Expenses

Notable expenses: None at this time.

FY2026 Approved Budget	
Total Income:	\$103,466
Total Expenditures:	\$103,465
Operating Expenses:	\$76,262
Reserve Fund Contribution:	\$27,203
Reserve Fund Total:	\$107,176

7. Board Focus Items – See Annual Meeting PowerPoint (CCA 04-03-25 Annual Meeting Presentation.pdf)

OTHER BUSINESS

RELAC & Compressor installation in Cluster – Carl

Resident concerns over status of RELAC. The Board will readdress the language proposed in the Cluster's draft guidelines for compressor installations, specifically compressor placement. Cluster design standards for compressors are needed.

Parking Policy Discussion:

Action Item: Per AJ, investigate how parking opportunities impact ROI.

Dominion Power:

Lines running to the carports require upgrade. However, Dominion has verified that the electric lines to resident townhouses can sustain the amount of power if each home ran an AC compressor.

EV Charging Station:

Suggested installation in row #1600 - #1608. Revenue from charging will cover long-term cost of EV station installation. Eventually, the fees will become income.

Adjournment

Carl moves to adjourn the **Annual Board Meeting at 8:45 pm.**

Board Meeting Minute Approvals

Carl moves to approve the following Meeting minutes at the **May Board Meeting:**

- **March 6, 2025 Board Meeting**
- **FY2026 Annual Budget Approval Meeting** (March 27, 2025)
- **CCA Annual Meeting** (April 3, 2025)
- **April Board Meeting** (April 6, 2025)

Kari seconds the motion. | APPROVED by all Board Members present.

Attestation

These minutes were approved at the **Coleson Cluster Association Board of Directors Meeting on May 1, 2025.**

Signed:

_____	_____
_____	_____
_____	_____

2025 Meeting Dates

May Board Meeting – Thursday, May 1 at 7:00 pm on Zoom
Cluster Spring Cleanup Day! Saturday, May 17, 9am

June Board Meeting – Thursday, June 5 at 7:00 pm on Zoom
July Board Meeting – Thursday, July 10 at 7:00 pm on Zoom



Coleson Cluster

Annual Meeting
03 April 2025

Agenda

7:00 pm

Welcome

- Board Intro + Election Results
- 2024 Year in Review
- 2025 Upcoming Goals

FY26 Approved Budget Review

Board Focus Items

Questions + Comments

Closing + Adjournment

8:00 pm

April Board Meeting

Coleson
Cluster

Current Officers + Election Results

Thank you for your participation!

- Board Members volunteer to serve for a **3-year** term.
- (1) open Board of Directors seat was available.
- (1) candidate ran.
 - Mary Bloom at #1658
- (16) votes collected via Election Buddy.



Shoutout to **Tom Furlong** for running Election Buddy and maintaining our website!



Carl Friedrich, President
April 2024 - 2027



Brent Kynaston, VP
April 2023 - 2026



Jonathan Miller, Treasurer
Appointed



Greg Fortunato, Director
April 2024 - 2027



Kari Uman, Director
April 2023 - 2026



Mary Bloom, Secretary
April 2022 – 2025
Ran for re-Election.

2024 Year in Review



Carl Friedrich

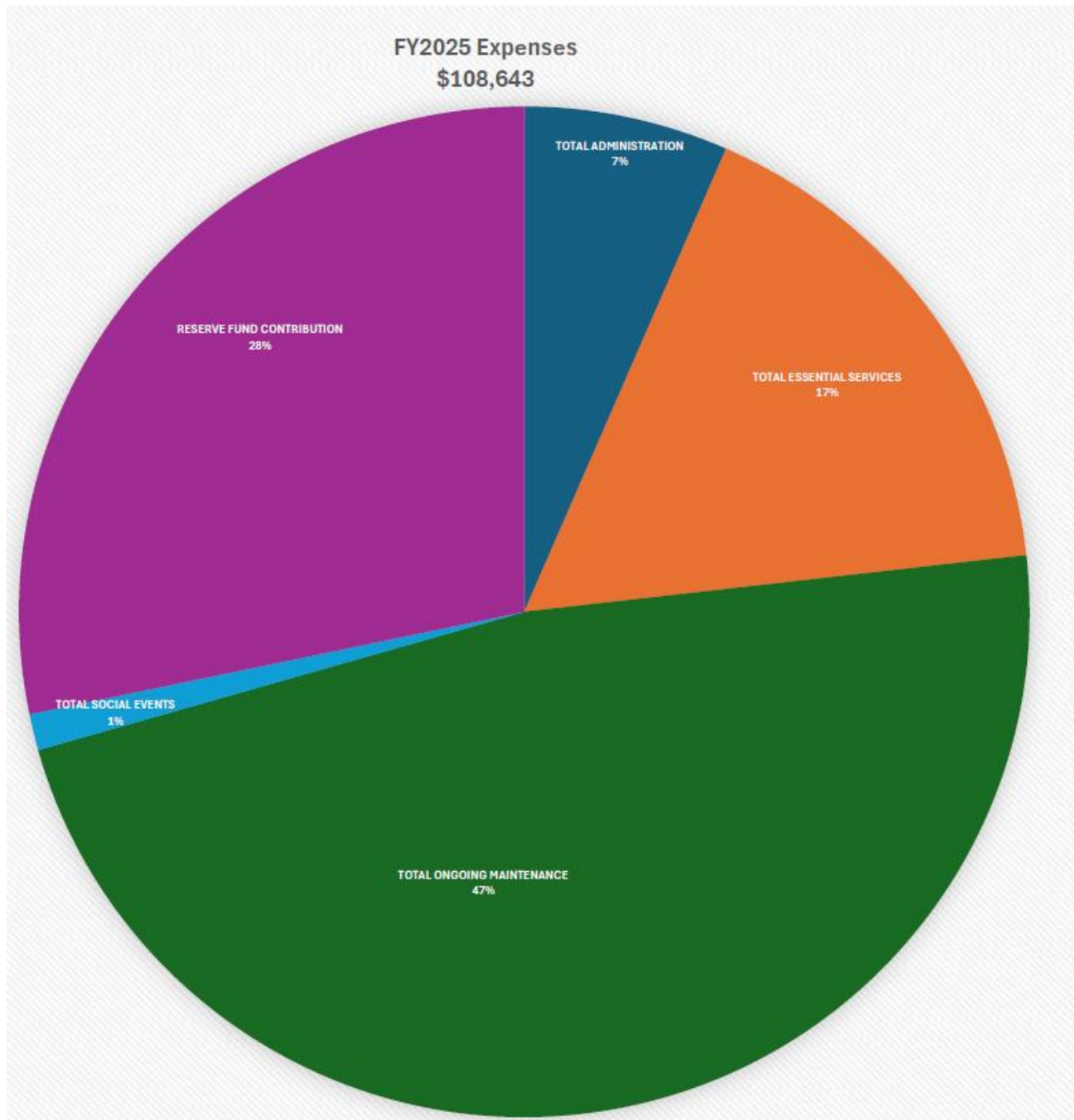
- ✓ Raingarden extension in the *Meadows* + RA final approval
- ✓ Tree work + ongoing maintenance
- ✓ Successful fall cleanup + Oktoberfest
- ✓ Assessment of long-term deferred maintenance
- ✓ Capital Improvement Project coordination + planning
- ✓ FY26 Budget preparation + approval

2025 Forecast

- ❑ Required commission + filing of **2025 Coleson Cluster Reserve Study**.
- ❑ Continue with **fiscally conservative budget** per 2025 Reserve Study findings.
 - Maintain fiscal stability + budget reserves
 - Minimized tree and landscaping maintenance
 - Prep for upcoming Carport Restoration Project (CRP)
- ❑ Dues to increase based on Federal Reserve annual inflation rates (3%).
- ❑ Cluster Cleanups to continue in Spring + Fall (Oktoberfest).
- ❑ Parking Policy to be activated.
- ❑ Ongoing EV Station feasibility study.

FY26 Budget

Jonathan Miller



Carport Restoration Project (CRP)

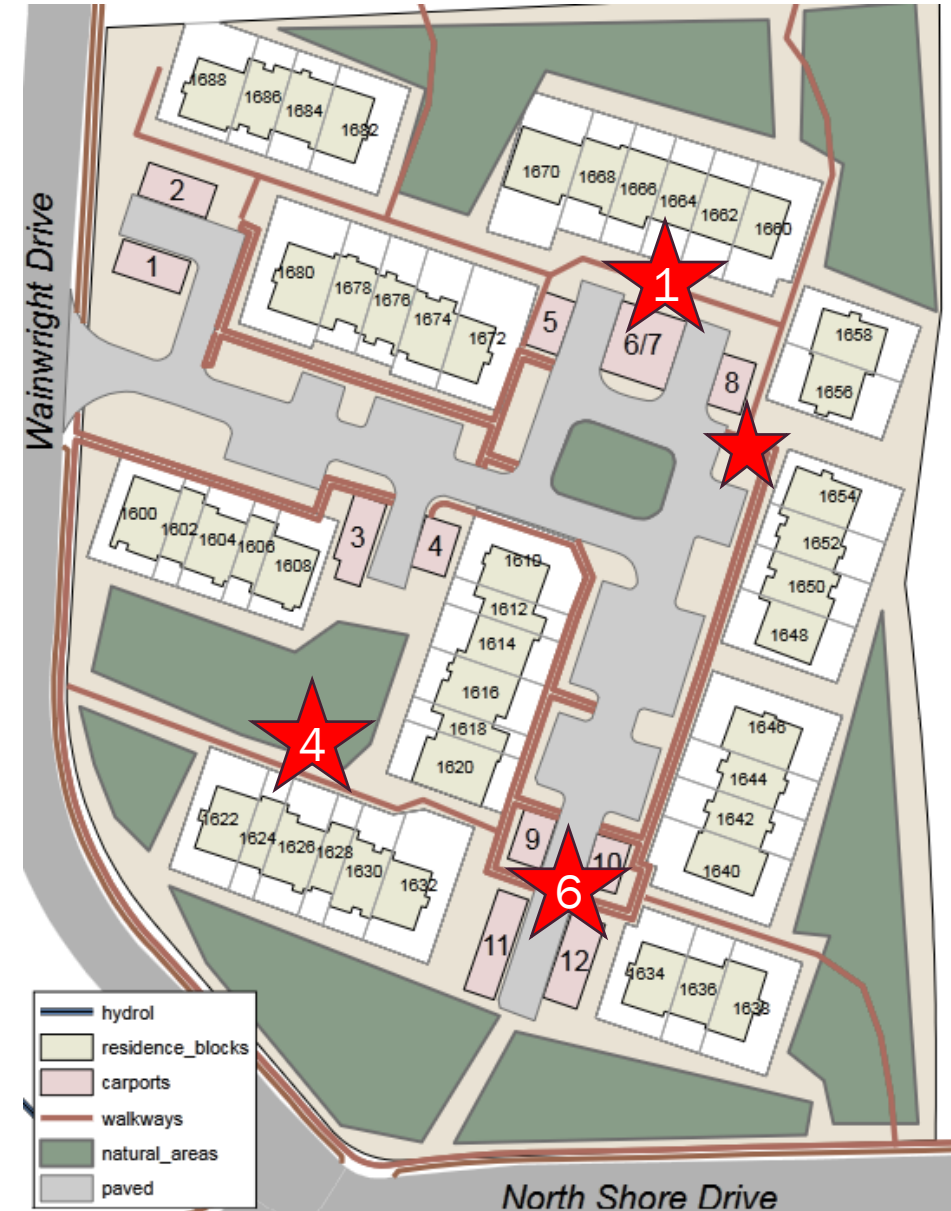


Greg Fortunato

Capital Improvement Project

CRP Working Group: Greg, Kari, Tanya, Paul

- Restore carports for long term value + safety.
- Targeted assessment:
 - ✓ Potential structural issues (foundations)
 - ✓ Aesthetics (e.g., rotting wood, painting)
 - ✓ LED lighting
- 2025 Reserve Study findings for informed CRP requirements.
- RFQ for residential/light commercial contractors.
- Exploring financial options with local banks.



Landscaping

- 2024 (FY25) Expenditures: **\$1,840.50** (74% of Landscape Budget)
- 2025 (FY26) Landscape Budget: **\$2,500**
- FY26 Annual Budget – Grounds line item for watering service.

PLEASE help it out!

Resident volunteer watering is needed.
Keep your dogs, kids + bikes on the sidewalks,
and off the new plants in common areas.



Landscaping



Shenandoah Landscape Agenda

- **Soil Sampling** – check for pH in some of the common areas.
- **Miscanthus Grasses** – create cleaner look at the entrance.
- **Fall Turf Renovation** – adjust the aeration and power seeding process.
- **Winter Pruning** – map out plants and shrubs that require winter rejuvenation pruning.
- **Hand-Prune Azaleas** – select areas (fall/winter).
- **Soil Refresh** – labor to haul + spread new soil/mulch in targeted beds.
- **Meadowscaping** – targeted areas. (2? hillsides across from #16..)

General Housekeeping

Kari Uman

Spring Cleanup + Social... Mark your calendars!

Saturday, May 17th, 9:00 am (rain date, May 18)

- Meet at the island for bagels + coffee
- Dumpster will be available: **Thur, May 15 – Tue, May 20**
- No household waste or trash



We appreciate your help!

Parking + Cluster Policy

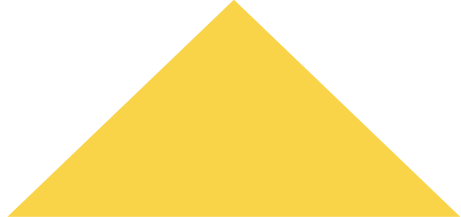


Totally Fun Facts

12 | Carports

52 | Lot Spots

45 | Cluster Units

- Each resident is assigned **(1) carport spot**.
 - Surface lot includes **(1) spot per household**.
 - ✓ Please register your cars with Kari Uman.
 - ✓ **(2) non-transferable** parking hang-tags will be assigned to each household.
 - ✓ Residents or renters may be given **(1) guest** hang tag.
 - Visitors **do not** require hang-tags for **short-term parking** (up to 7 days).
 - Vehicles without hang-tags **park outside of Cluster property**.
 - Vehicles parked in the Cluster must be legal and operational.
 - Petition the Board for reserved handicapped parking.
- 
- 
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Parking + Cluster Policy

Carport Regulations

- Limited to vehicles, trash cans, recycle bins + overhead storage for extension ladders.
- No other items may be stored in carports without Board permission.

Motor Vehicle Operations

- No commercial vehicle parking allowed in Cluster.
- Major car repairs are prohibited on Cluster property.

Safety Regulations

- Speed limit in the Cluster is 15 mph.



EV Station

Brent Kynaston

- Feasibility Study to determine cost estimates.
- Parking logistics.



Q&A

Contact

board@colesoncluster.org

**Coleson
Cluster**



Thank you for coming!

April 3, 2025
CCA Board Meeting
Call to Order

Coleson
Cluster